

466007/11/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **COMMUNICATION TECHNICIAN**

DEFINITION

Under general direction, to coordinate departmental communications activities; to coordinate production services related to both taped and live telecasts; to operate video cameras, edit videotape and perform related production functions; to write narrative copy for productions and provide other writing services as needed; and to do related work as required.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from high level management.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinate departmental communications including acquisition, maintenance and repair activities for radios, pagers, cell phones and related equipment; inspect new equipment for compliance with specifications; follow-up with vendors; and maintain records on equipment.
- Assist in the administration of the departmental communications budget and service contracts; participate in Broadcast Production Control; procure needed equipment at the lowest reasonable cost to the City.
- Coordinate production services related to both taped and live telecasts, video programs and training films.
- Manage and maintain the City Council chambers audio-visual system on a daily basis and operate all audio visual equipment in cooperation with City's cable company during all City Council and other appropriate meetings; maintain the City Council's Master Clock System.
- Set up, operate and maintain studio, production facilities and field production elements and equipment including scheduling and staffing, television cameras, video records, microphones, lights and graphic equipment.
- Direct program production from original concept to completed project.
- Install and maintain City surveillance systems.
- Maintain audio visual recordings in accordance with Assembly Bill 839.
- Produce, script, edit and program Channel 53 video programming.
- Assist with special events and ensure proper public awareness of City programs through video documentation.
- Train and supervise part-time staff members and/or volunteers needed for live presentations.
- Encourage and facilitate area schools in creating educational access programming suitable for cable casting on Channel 53.
- Assist with public information duties by creating ways to inform the community; speak publicly to make citizens aware of Channel 53's role in the community.
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- Research and implement new equipment and technologies.
- Create videos and training materials for the City of Riverside.
- Assist with Emergency Operations Center (EOC) set up and operation.

QUALIFICATIONS

Knowledge of:

- All phases of television production, including live and taped cable-casting.
- Technologies and advances in both analog and digital video formats.
- Videotape editing, including single and multi-source.
- Electronics of sound equipment including sound consoles, tape records, amplifiers, video monitors and related sound equipment.
- Audio equipment and television program creation, development and production.
- Methods and procedures used in the operation of sound equipment.
- Maintenance and troubleshooting for all assigned equipment.

Ability to:

- Plan, direct, script, edit, and produce live and taped community-based television programs.
- Train, direct, and supervise part-time and volunteer staff to complete any and all video projects.
- Work flexible hours, week-ends and holidays to document various civic events.
- Operate sophisticated television equipment including cameras, lights, video recorders, microphones and graphic equipment.
- Prepare reports and communicate effectively, both orally and in writing.
- Maintain effective working relationships with supervisors, fellow employees and the public.
- Operate personal computers and related software.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities disqualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate Degree (60 semester units) from an accredited college or university in communications, journalism, television production or a closely related field. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

Experience: Two years of experience in professional telecommunications including one year of experience with audio-visual support.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid California Class "C" Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Communication Technician

TO: Communications Officer